

HOW TO MAKE CORRECTIONS IN AADHAAR

IMPORTANCE OF UPDATING AADHAAR CARD

Aadhaar program was launched in 2009 with a main objective to provide universal identity to every Indian resident and it is gaining due importance in the present state of affairs. In the current regime, where linking of Aadhaar Card has become mandatory in almost all the fields, it becomes essential for a resident individual to make sure that the details in the Aadhaar Card are accurate.

HOW TO UPDATE DETAILS IN AADHAAR CARD

There are many reasons pertaining to which one needs to make a change in his/her Aadhaar card. So, there is an easy way to deal with this issue which will help one change any of his/her personal details on the Aadhaar Card. Not many people are aware of the process to make Aadhaar card corrections.

Hence mentioned below are guidelines to make correction in Aadhaar.

MODES OF UPDATE

There are three modes to update details in Aadhaar Card:-

- ✓ Online Method
- ✓ Post (only for Address Change)
- ✓ Visit to Aadhaar Centre

➤ **ONLINE METHOD:**

Changes in Aadhaar card for Change of Name, Address, Birth Date, and Mobile Number can be done conveniently through online process.

To opt for online method, resident individual should have mobile registered with UIDAI. In case, mobile number was not given at the time of applying for Aadhaar, one needs to get the same registered by visiting the Aadhaar Centre.

Accordingly, before initiating the process of updating and correcting details in Aadhaar Card correction, there has to be a registered mobile number in place. After having the same the below mentioned steps are to be followed:

- ✓ **Step 1:-** Go on UIDAI website. Once on the UIDAI website, find and click on the 'Update Aadhaar Details (Online)' tool. This tool can also be accessed through its link.



- ✓ **Step 2:-** Enter 12-digit Aadhaar number and click on 'Send OTP'. OTP is the one-time password sent on a user's registered mobile number by the Aadhaar system.

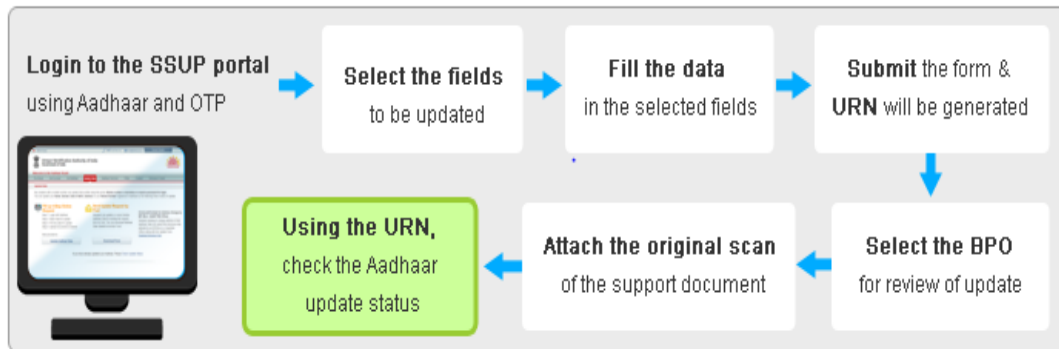
Enter this OTP in the specified field and click on 'Login'.

- ✓ **Step 3:-** On the next page, select the data which one wants to update from the drop down list:-

- ✓ **Step 4:-** Once, data which needs to be updated is selected, supporting documents needs to be uploaded. Self-attested scanned (colour scan) document needs to be uploaded. List of valid documents is available on the website. Link for the same is <https://ssup.uidai.gov.in/web/guest/document-list>

Once the request is submitted, one will receive Update Request Number (URN). This URN is required to check the status of Aadhaar update.

The entire process of updating the data online is presented in diagrammatic form as below:-



➤ **POST:**

Address can be updated in Aadhaar by sending Aadhaar address update request form and other supporting documents by post. The update request will be processed at the back-end and receipt of update request will be sent through SMS by UIDAI. Aadhaar address update form is available on the website.

Link for same is <https://uidai.gov.in/images/UpdateRequestFormV2.pdf>

Resident may send across their update requests through post to the address mentioned below
 UIDAI, Post Box No. 99,
 Banjara Hills,
 Hyderabad - 500034,

➤ **BY VISITING AADHAAR CENTRE :**

Any details can be updated by visiting Enrolment Centre. In such a case, the documentary evidence is collected by the operator at the time of accepting the request. You can find the list of Aadhaar Centers on the below mentioned link:-

<https://appointments.uidai.gov.in/easearch.aspx>

SOME NECESSARY DOCUMENTS

- **Changes in Name-** Recent and updated Identity proof document.
- **Change of address-** Updated proof of residence.
- **Change of Date of Birth-** Original date of birth certificate.

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